Date:

Name of the manager,   
Company’s name:

**Subject: Leave application for one day**

Respected sir,

With due respect, it is stated that I have to go out of the city for a day to meet my mother who has been feeling sick since last week. I have come to know that she has suffered severely from a kidney infection, and I want to visit her tomorrow on 20th January 20XX. Kindly grant me leave for a day so that I can go and meet my mother.

I will be highly thankful to you for this act of kindness. If you want to know anything else regarding this application, please contact me.

Sincerely,

Name of the employee

Designation of the employee